

# SURP STUDENT CHECKLIST

*This checklist of SURP requirements must be completed by the student before SURP will submit Completion Form to Graduate School.*

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

1. All courses for degree requirements completed with passing grade   
(14 total report / 12 total thesis)
2. Master's Report / Thesis Revisions Approved by supervisor \_\_\_\_ (approval initial)
3. Submission of one (1) hard copy of passed Report\* to SURP   
Main Office for binding\*\*
4. Submission of pdf of Executive Summary to SURP Main Office   
[rudachuk@queensu.ca](mailto:rudachuk@queensu.ca)
5. Proof of submission of report on **QSpace** emailed to SURP Main Office   
(Large files (say over 10MB) will upload faster from an on-campus wired connection, rather than wireless or remote connections. Students with large files should use the options to compress documents sizes with Adobe Acrobat Pro.)
6. All outstanding debts to SURP paid.
7. Return of all materials signed out from SURP Report/Thesis Library
8. Non-Queen's mailing and e-mail addresses submitted to SURP Main Office
9. Return of all SURP keys. (Reimbursement cheque mailed by Finance.)
10. Completed checklist submission to SURP Main Office for student file.

\* **Thesis copy submission** is to follow Graduate School's instructions.

\*\* Any additional copies for student use or supervisor may be submitted later.